

- WHAT TO DO BEFORE STARTING REHEARSALS:

- Contact the assigned coach early in the production process (before rehearsals begin!)

- *** Schedule conversation with Director, SM & coaches early in the process about production needs, expectations, and especially how the coach wants to be scheduled

- It is helpful for movement coaches to attend initial concept meetings, so notification of that date and time is helpful.

- SM's send all contact lists, schedules and script to coach (hard copy & digital if available) BEFORE rehearsals start

- INCLUDE in Daily Calls & Rehearsal reports distro

- Many coaches find it useful to attend early rehearsals for read-throughs, etc. so let them know when happening. Don't think they will necessarily be reading call sheets.

- PLEASE KEEP TRACK OF YOUR COACHES' HOURS SPENT WORKING IN SESSIONS OR REHEARSAL ON YOUR SHOWS. COACHES CAN DO 28 HOURS TOTAL. (18 if hired by Emerson Stage)

- (if they go bit over, depending upon project, that will probably be OK but 28 is our goal. If you come close to 28 and seem to be far from end of process, please contact Deb and Amelia)

- VOCAL SESSION INFO:

- Vocal sessions (20 - 30 minutes at a pop) will be allowed outside of the regularly scheduled rehearsal hours, like fittings and photo calls. An actor can be called up to two hours per week in addition to rehearsal, costume fittings, etc. This is a over-estimate of time and will probably be only around a half hour per actor but just to cover our bases Amelia thought 2 hours would do. All SM's will coordinate/schedule these vocal sessions around the actors' and voice coaches' schedules, as if you were scheduling a fitting "in the real world".